

**SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
DRAFT MEETING MINUTES
October 20,2004**

Civic Center Library Board Room

Members Present: Judith Crider, Chair
David Berry
R. Jerry Hargitt
Camille Schmidt
Nancy Walker
Judith Lewis

Members Absent: Linda Tardie

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Sharyn Pennington, Library Operations Coordinator
Debbie Tang, Facilities & Special Projects Manager
Valerie Jameson, Support Specialist (Minutes)

CALL TO ORDER

Mrs. Crider called the meeting to order at 3:29 p.m.

APPROVAL OF MINUTES

Mrs. Crider asked for a motion to approve the minutes of September 15, 2004 meeting.
Ms. Schmidt so moved; Mr. Berry seconded, and the motion carried 6-0.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))

Statistical Report – Sharyn Pennington

September 2004 statistics

Library Cards issued	1,852
Library Collection	833,241
Items Circulated	184,439
Attendance	117,227
Volunteer Hours	2,470
Customers Using Public Computers	109,188

In the Library Book Sale Special Revenue Account, September income from sales was \$12,951.31 and expenditures were \$6,070.95.

Library Director's Report – Rita Hamilton

Ms. Hamilton welcomed the Board members and introduced the newest board member, Judith Lewis, retired from Scottsdale Unified School District.

Ms. Hamilton discussed the budget process, and the request for 2 new staff members, an early childhood librarian for the “Ready to Learn” program, and an administrative support/ reception desk person. The board also learned of the CIP projects to be requested including improvements to the circulation area at Mustang branch, including drive-up service window and at Civic Center plans to move the new book area from its present location to where the Malachite Room is now located. The third project is for a radio frequency inventory system for the book collections, which would increase the efficiency of inventory control and also help alleviate repetitive motion injuries, a problem among circulation clerks.

Ms. Hamilton discussed the good press from the Arizona Republic with articles about the library teen services national trend and one on our planned Teen Center. She also informed the board that with the recent grants from the Virginia G. Piper Trust and the Getz family’s Globe Foundation, the Library and the Friends have raised \$267,000, which is over the halfway mark for total funds required.

Ms. Hamilton encouraged board members to attend the Friends of the Library Book Sale Preview at the Mustang branch, on Thursday October 21, 2004 prior to the sale opening on Friday October 22.

Ms. Hamilton also addressed the recently open position of Library Manager following the retirement of Bill Pillow. Fourteen applicants have applied for the job, and the recruitment is now closed. The selection will be made by the end of November.

Ms. Hamilton then introduced Mr. Jim Richard, architect with Richard-Bauer, designer of the new Arabian Library. Mr. Richard presented the board with a scale model of the new expanded facility to be located across the street from the present site at the Desert Canyon Elementary and Middle School. The idea behind the new facility is to alleviate security and services issues with the general public and younger school children integration, and to provide better visibility, access and service to the community. The new building is designed to blend into the surroundings and provide controlled views with lots of natural light. Additional parking will be built for a total of 109 spaces including staff parking. The new facility will also have two meeting rooms, a storytelling room, a courtyard and outdoor patios.

How’d We Do? Report – Rita Hamilton

Ms. Hamilton reviewed the September, 2004 customer comment report and answered questions from the board.

ITEMS REQUIRING BOARD ACTION

Expenditures:

October 2004

National Children's Book Week	\$	1,000
<i>SAT workshop & practice test</i>	\$	100
Holiday Decorations	\$	250
Books for Adopt-A-Family program	\$	1,000
Book Buddies 2004/05 (3 authors)	\$	11,500
Celebration of African American Authors	\$	500
Elizabeth I exhibit/ additional funds	\$	4,500
	\$	18,850

After discussion, Mrs. Crider asked for a motion to approve the October 2004 proposed expenditures. Mr. Hargitt so moved; Ms. Walker seconded and the vote carried 6-0.

Mrs. Crider then asked for any announcements or discussion from members.

Ms. Hamilton mentioned that Mary Warner has been recovering from a recent surgery, and will be returning to work on a part time basis as she recovers.

Announcements/Issues for Future Discussion

Mrs. Crider announced that the next meeting would be held on November 17, 2004.

ADJOURNMENT

Being no further business, Mrs. Crider adjourned the September 2004 Library Advisory Board meeting at 4:25 p.m.

Submitted by Valerie Jameson Support Specialist